

STATE OF CALIFORNIA
DEPARTMENT OF INSURANCE

**INSTRUCTIONS TO INSURERS FOR COMPLETING AND FILING
SPECIAL POWER OF ATTORNEY TO APPOINT AND CERTIFY AGENTS**

A Power of Attorney to Appoint and Certify Agents must be filed in DUPLICATE. It must be signed by officers who have authority to execute such Powers.

If the Power is signed by the president or vice president and by the secretary, and the corporation's seal is legibly imprinted on the Power and shows the name of the corporation and both the state and date of incorporation, notarization is not mandatory. However, if the imprint of the seal is illegible and there is no notarization, the document will be returned as unacceptable. The same will occur in the absence of notarization even though the seal is legible, if it does not show the name of the corporation and both the state and date of incorporation.

If the Power is executed by authorized persons other than the president or vice president and the secretary, or if the corporation seal is illegible, then notarization is mandatory.

Only one insurer may be named in a single Power. If a person is to be appointed for several insurers comprising a group, separate Powers must be filed by each insurer authorizing such person.

More than one person may be named in a single Power. Only natural persons should be named. Do not name corporations or partnerships. (For example: Do not name the "Blank Agency, Inc.," but "John Doe and James Roe" of said agency).

A Power must authorize a person to appoint agents for an insurer and must not limit authority to an underwriting department of the insurer.

Do Not Alter Power of Attorney Form

This is a universal form. If the person named is not to be permitted to appoint and certify life agents (including disability only agents), please restrict his authority within your own organization and do not alter the form's language.

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Effective Date of Appointment of Attorney-in-Fact

APPOINTMENT OF ATTORNEYS-IN-FACT ARE EFFECTIVE ON THE DATES FILED AS SHOWN BY THE DATE RECEIVED STAMP OF THIS DEPARTMENT THEREON. For the purpose of being able to send you an acknowledgment, these forms must be filed in DUPLICATE. The DUPLICATE copy will be date-stamped and returned to you and will constitute an acknowledgment of filing.

Interinsurance Exchanges

The Certificate of Authority of an interinsurance exchange is issued to its attorney-in-fact. A Power should be executed in the name of the attorney-in-fact as attorney for the exchange. (For example: "Blank Corporation, Attorney-in-Fact for Blank Insurance Company, an Interinsurance Exchange").

Alien Insurers

In the case of an alien insurer, the document may be executed by the United States Manager before a notary. No seal is required.

(The instructions set forth herein apply only to the Special Power of Attorney to Appoint and Certify Agents and have no reference to other Power of Attorney forms. There is no fee required for filing.)

Filing Instructions

Completed form, in duplicate, should be mailed to:

California Department of Insurance
Producer Licensing Bureau
320 Capitol Mall
Sacramento, CA 95814

For additional forms you may access our website at www.insurance.ca.gov or you may order forms by calling (800) 967-9331 or (916) 322-3555.